



# Housing Authority of the City of Pittsburgh

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**January 22, 2016**

## **Compliance Consultant Services**

**RFP#125-01-16**

### **ADDENDUM NO.1**

This addendum issued January 22, 2016 becomes in its entirety a part of the Request for Proposals RFP#400-13-15 as is fully set forth herein:

**Item 1: Q:** I saw the Housing Authority's ad pertaining to Compliance Consultant Services (RFP#125-01-16) and was hoping you could provide a brief description of the type of work this RFP is looking to fill so that we can determine whether or not this is a service our firm provides.

**A:** The scope of services to be performed by Consultant shall include, but not necessary limited to the following:

1. Conduct departmental on-site reviews to determine Agency needs as pertains to performance and compliance and assist with strategies for improvements.
2. Interpret complex federal and state regulations with respect to the compliance aspects of various state, federal, and local grant agreements.
3. Utilize extensive analysis skills to recommend appropriate adjustments to ensure compliance of Agency performance
4. Gather and interprets data, apply knowledge of statistical methods, utilizes performance measurement tools and prepares reports
5. Makes management presentations
6. Properly initiates and manage multiple on-going projects independently with various departments
7. Conduct research and develops strategies for recommendation to the Executive Director to improve organization effectiveness
8. Communicate and interact with various departments as requested by the Executive Director
9. Prepare written reports as requested.

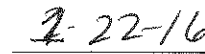
10. Make recommendations for corrective actions
11. Perform other related tasks as requested by the Executive Director
12. Be available for approximately 40-80 hours per month during the term of the Agreement.
13. Assist with addressing audit findings and preparing responses to external agencies (as applicable)
14. Assist with preparation of responses to regulatory agencies.
15. Provide direct oversight to the Audit Department to ensure all areas of compliance are addressed.
16. Advise the Executive Director on regulatory changes that may impact the Agency.
17. Advise, review and prepare documents to ensure compliance with MtW agency goals.
18. Conduct operational investigation(s) related to workflow(s)
19. Assist in grant management and implementation.
20. Provide Operational Training for any HUD housing programs managed by HACP

**Item 2:** The proposal due date, time and location remain unchanged at 10am February 8, 2016, at the HACP Procurement Dept., 100 Ross St. 2nd Floor, Suite 200, Pittsburgh, PA 15219.

**END OF ADDENDUM NO. 1**



Mr. Kim Detrick  
Procurement Director/Contracting Officer



Date